

SECOND DISTRICT COURT

Orientation of new Judges and Hearing Officers to the [Second District Court](#)

A. ADMINISTRATIVE

- 1) Oath of Office sworn and signed prior to any official act (by CEO)

Who can administer? File with [Sec of State](#)?

Swearing-in ceremonies (one intimate, one public)

- 2) Meet with Executive Officer team
- 3) Selecting At-Will Staff (for judges) [Personnel Rules for At-will employees](#)

- a. Trial Court Administrative Assistant – the job description can be found [here](#)

Bailiff- the job description can be found [here](#)

Monitor (Children's court) - the job description can be found [here](#)

Explain what additional staff resources would be available for each division and how to access them. (examples are: staff attorneys, hearing officers, court clinic)

- 4) Chambers/Courtroom/hearing room assignments (by Chief Judge)
- 5) Signing up with Human Resources (HR Director)

Salary confirmation, health plan selection, other benefit explanations such as:

[PERA](#)

[All benefits such as medical, dental, etc.](#)

[Email](#) address assignment

[SHARE](#) – for approval of employee time

[Deferred Compensation](#)

- 6) Language Access Plan [\(click here\)](#) Explain how to access the translation specialist personnel needed as well as the difference between the specialists and the court's certified translators.

- 7) Security – The components of the security system are explained. Judges are advised by the BCSO as to methods to increase and maintain their own personal security. (by Deputy CEO)
- 8) Finance and Purchasing Robes, letterhead, furniture, photo, gavel
- 9) Information Technology – set up PCs and software tools
- 10) Jury – how to request panels for jury trials
- 11) Court Reporting – understanding the pool of court reporters or monitors who will be assigned to each proceeding. How to request transcripts or recordings.
- 12) Organization of Second District and Judiciary (by CEO)

Examples include: Internal committees, Chief Judges Council, Budget Committee, Access to Justice

B. Legal

1) Division assignment (by Chief Judge)

This assignment is most likely to be made before the position is appointed or elected.

Match the incoming judge with the Presiding Judge of the court division (by Chief Judge)

2) Training and shadowing (first week) (coordinated by Presiding Judge)

Day One and Two:

- a. In-court observations of certain functions (examples are: guilty pleas, arraignments, custody hearings, pro se rocket dockets, drug courts,)

Day Three and Four: Tour of both courthouse facilities (by Deputy CEO)

For CR: a. Tour of [Metropolitan Detention Center](#), [Juvenile Detention Center](#), [Pretrial Services](#), and [Probation](#). Meet with Calendar Clerk.

Day Five:

[ODYSSEY](#) (docket, calendar, [Judge's Edition/Sessionworks](#), and [File and Serve efilng](#)). This training should be conducted in conjunction with the newly hired at-will staff.

Month one-six:

New judge is observed by experienced judge.

- 3) Individual assignment of cases and case management. Explain the individual assignment system for each jurisdiction and provide resources that can assist in learning, coping, and managing an individual calendar on a day-to-day basis.
- 4) Community Services directories Provide the incoming judge with directories from Family Court, [Children's Court](#), and [Pretrial Services](#).
- 5) Advise the incoming judge of mandatory [educational conclave each June](#)
- 6) Supreme Court General Rules (NMRA Sec 23)
- 7) Code of Judicial Conduct (NMRA Sec 21) Mandatory financial disclosures
See NMRA 21-311 and NMSA1978 Sec 10-16A-3)
- 8) Local Rules of the Second District
- 9) [Judicial Performance Evaluation Commission](#) (NMRA Sec 28)
- 10) Legal research tools available
[One Source](#), [Fastcase](#), and statute books at various locations.